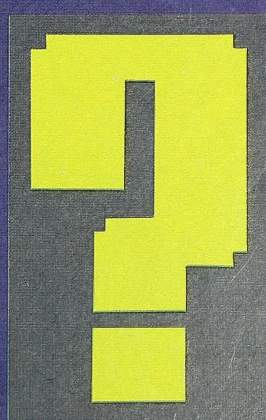
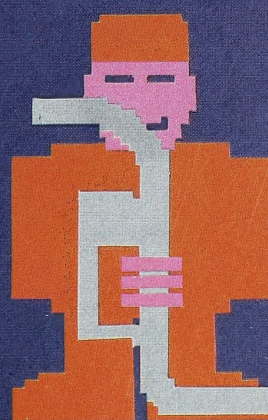
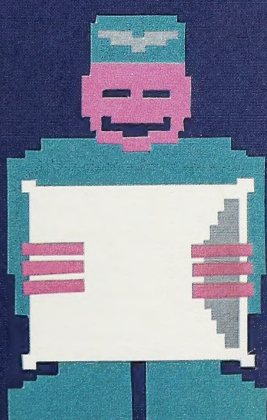
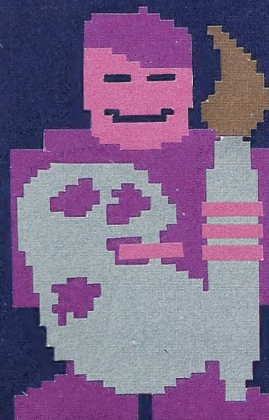
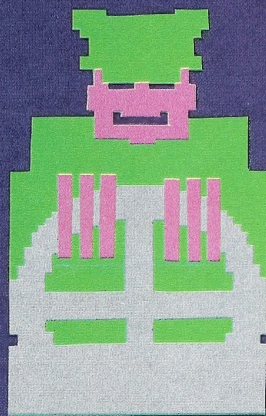
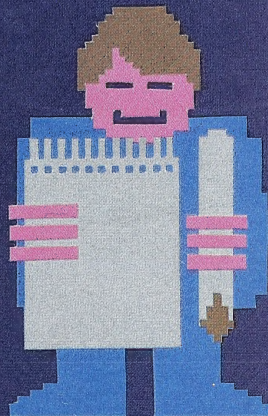
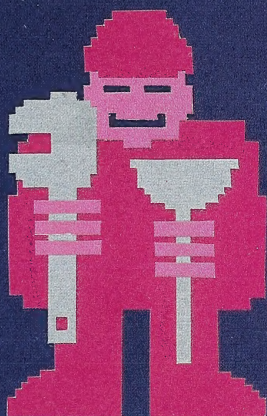
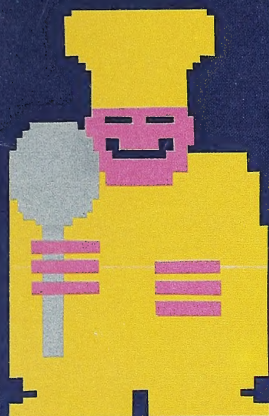


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SO YOU'VE LEFT SCHOOL...

**WHAT?
NOW?**



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MAR 28 1984

So You've Left School...What Now? is published by the Career Services Branch of Alberta Manpower. Additional copies are available upon request. The branch will also answer any questions you might have about particular occupations or career planning.

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Edmonton, Alberta
T5J 1L8

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Introduction

Left school and looking for a job?

It's tough to get a job these days, and it's even tougher when you're young, haven't finished school and don't have much work experience. Waiting in line at the employment office, or getting a NO answer for the tenth time can get you down.

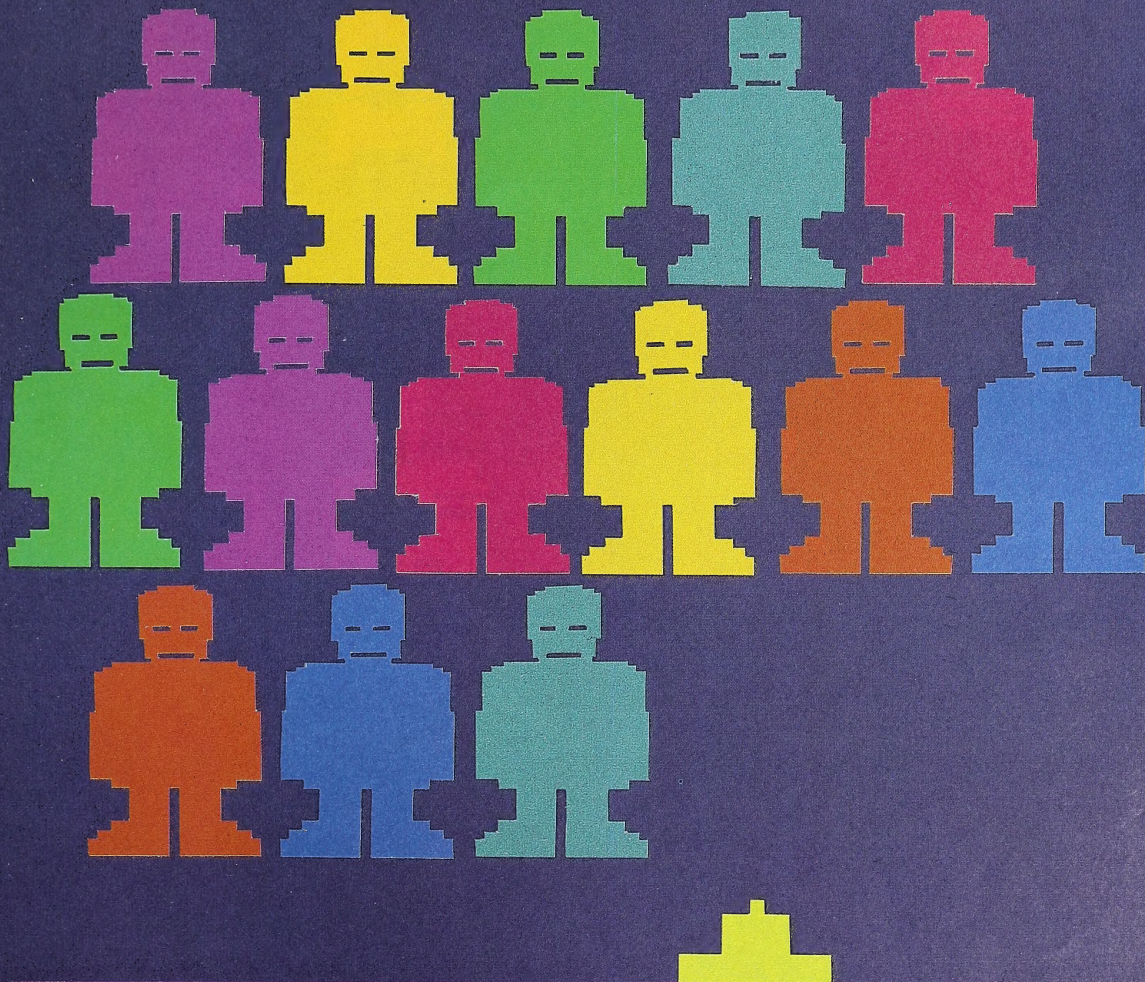
You may begin to think you may never get a job. Or you may believe that you should take whatever job comes along, whether you like it or not.

How can you find a job, and more importantly a job you like?

First, it's important to ask yourself some questions. What do YOU want from a job, right now? Money? A chance to work at something you like? A chance to build a career? Or all of those?

Okay. If you're in a spot where you need money right now, any job will likely do. But once you do get hired, you'll quickly discover that if you don't like the work, you'll soon start wishing for another job. And then you'll be right back where you started. Looking for work.

This could be the right time to decide for yourself what kinds of jobs you would really enjoy doing. How do you do that? By taking a good look at YOU!

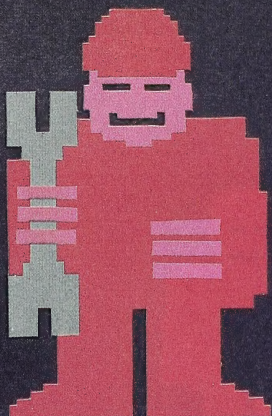


Part I

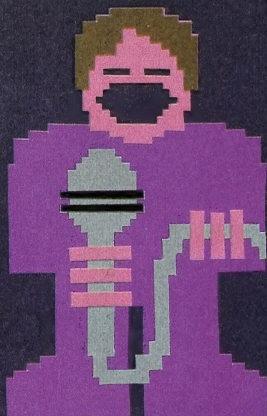
Here's Looking At You!

Which of These Activities Do You Enjoy Doing?

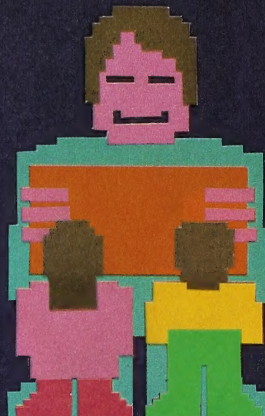
Fixing a Car



Singing



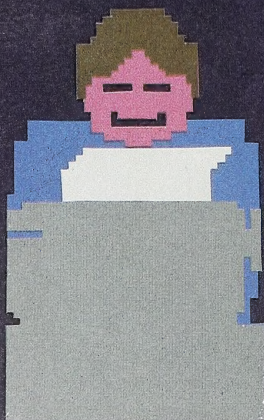
Teaching Children



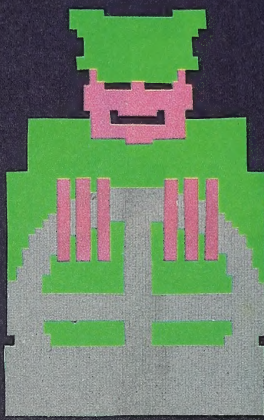
Retail Selling



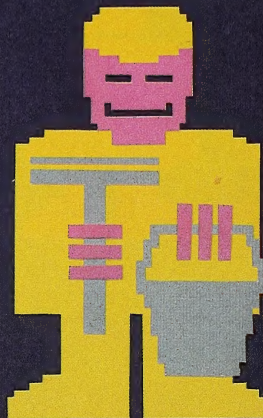
Typing



Driving a Truck



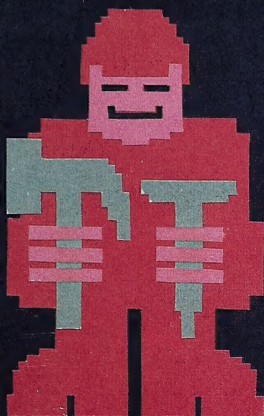
Cleaning a Window



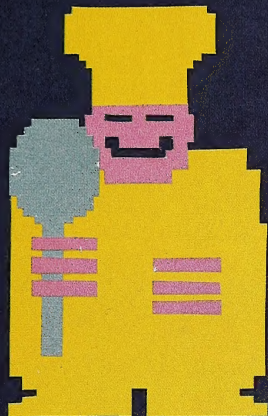
Skiing



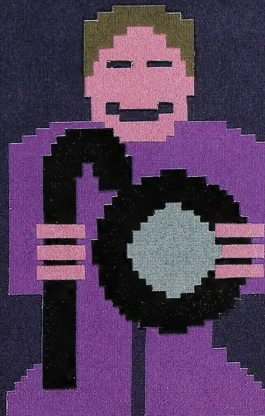
Building a Shelf



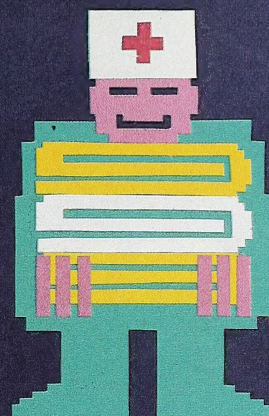
Cooking a Meal



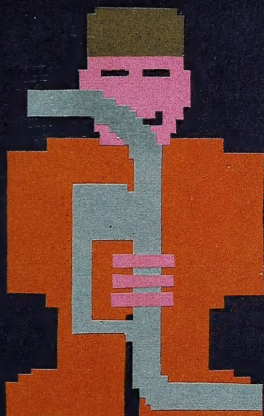
Dancing



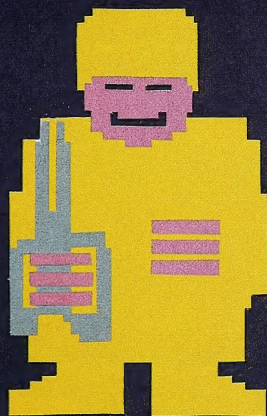
Volunteering
in a Hospital



Pumping Gas



Cutting Hair



Are there any other activities you
enjoy? Write them down here!

Knowing what you like and don't like to do is a very important part in finding a job that you will enjoy.

If you really enjoy tinkering with motors and fixing things, for example, you may find a clerical job in an office quite frustrating. And if you enjoy helping people and working with them, a job stacking boxes in a warehouse will likely bore you.

How do your likes fit in with actual jobs?

THE ARCADE on the next page will show you.

THE ARCADE

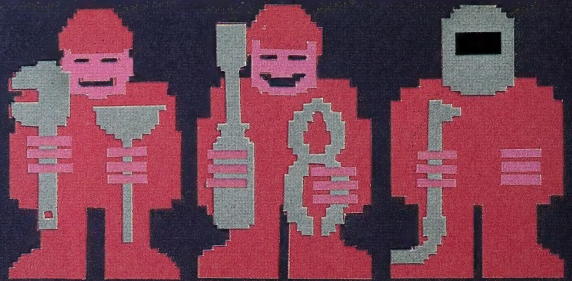
Imagine this: here you are at an arcade. All kinds of people are here. But people with similar interests are standing in different groups. You walk in. You visit with each group for a while, listen to what they're saying, then move on to the next group. Of course there are some groups that bore you. Others you really like. Try out each group.



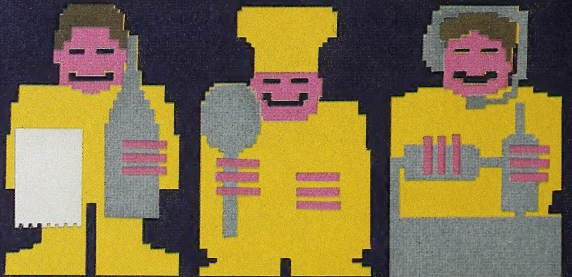
Practical Running machines or driving cars and trucks appeals to this group. Many of them like sports or the outdoors. Often they like working with plants and animals. Many of them work as bus drivers, farmers, freight handlers, caretakers, sewing machine operators, taxi drivers, truck drivers or heavy equipment operators.



Mechanical Knowing how things work, taking things apart and putting them back together interests these people. They enjoy working with tools and fixing things. Many of these people are in a special kind of on-the-job training called Apprenticeship. They work as plumbers, carpenters, welders, auto mechanics, electricians, heavy duty mechanics and appliance repair people.



Service Doing things for other people, working with food and keeping things clean, tidy or safe appeals to this group. Many of them work as waiters and waitresses, cooks, telephone operators, barbers, beauticians, security guards and dry cleaners.





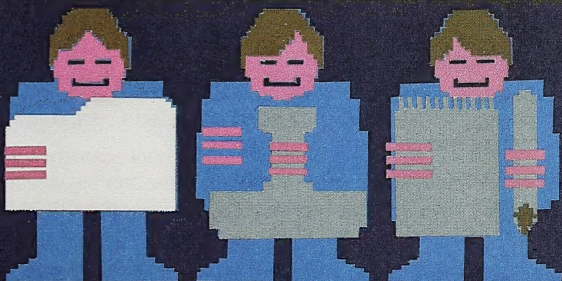
Artistic Creativity is this crowd's thing. They like to express themselves in words, music, dancing, acting, drawing and painting. Many of them are singers, painters, draftspeople, floral arrangers, actors, actresses, fashion designers, photographers, models and musicians.



Helping Working with people by teaching, helping, training, caring for or curing them is this group's favorite activity. They enjoy talking with people and are often employed as hospital aides, babysitters, flight attendants, nursing assistants, and restaurant hosts or hostesses.



Selling Dealing with other people is what this group enjoys. They like the idea of persuading others and enjoy selling ideas or products, giving orders and acting as leaders. Many of them enjoy working as newspaper carriers, telephone solicitors, service station attendants, car salespeople, auctioneers, car rental clerks and door-to-door sales people.



Clerical Keeping papers and books in order, filling out forms and carrying out instructions is what this crowd likes. They enjoy typing, operating office equipment, and working in offices. Working with numbers is another favored activity for this group. They're likely to work as accounting clerks, typists, travel clerks, bank tellers, receptionists, and word processing operators.



Which group did you want to spend the most time with?

If you had to leave that group, which crowd would you next like to spend time with?

Which group was your third favorite?

Part 2

Job Chart

As you can see from **THE ARCADE**, people who like to do certain things will probably be happier working at jobs that let them pursue their interests. **Knowing what you like to do can make your job easier.**

We all know people who apply for every and any job they see offered. That's fine if you just want any old job. But running around, filling in applications wherever openings have been advertised, and waiting for an employer to pick YOU from the crowd can get frustrating.

Besides, there are often many jobs available that are never advertised. You CAN find some of these jobs by first figuring out the areas you would like to work in, and then by contacting employers who hire people in those areas.

Think back to **THE ARCADE**. Chances are you now have a fair idea of what types of work will appeal to you. That's really important. There are, after all, two people involved in this hiring game. You and the employer. Have a say in how you spend your working days.

How?

By getting a good idea of what kind of job you would LIKE to do, BEFORE you start pounding the pavement. That's where this JOB CHART comes in. You'll find 180 jobs listed in the chart under the same seven interest headings that you first encountered at **THE ARCADE**. Look through the job types that most appealed to you. You'll find that many of the jobs listed are open to people who haven't finished high school. Others require a diploma. And still others require further training, or apprenticeship — a combination of on-the-job training and schooling. But look through them all.

Read the Job Chart and Ask Yourself:

- 1) Would I enjoy any of the jobs listed?
- 2) Would I like doing this work day after day?
- 3) Am I really interested in this type of work?

WHAT NOW?

Clerical

Now that there are more workers available to fill fewer jobs, many employers are asking for the highest qualifications they can. Many are asking that their clerical employees have a high school diploma. With the arrival of the computer and word processor, many of the following jobs could soon disappear. Talk to people in the clerical field about your career plans **before** you take further training.

■ Accounting/Bookkeeping Clerk

Description: Keeps records of business transactions, prepares cheques, types and mails monthly statements to customers and makes bank deposits.

Preparation: Varies. Most employers prefer a diploma. Some training-on-the-job offered.

Wage: \$1000 a month to start.

■ Clerk Typist

Description: Does general clerical work using a typewriter to: type reports, bills, application forms, etc.

Preparation: Typing skills, some training on the job.

Wage: \$850 to \$900 a month.

■ Collection Worker

Description: Contacts customers to tell them account payments are overdue, may send out letters and keep in constant contact until funds are paid.

Preparation: Training on the job.

Wage: \$700 to \$800 a month plus a percentage of collections received.

■ Customs Clerk

Description: Prepares correspondence and reports, completes forms and distributes information about import and export of goods.

Preparation: High school diploma.

Wage: \$1000 to \$1250 a month.

■ File Clerk

Description: Collects and files letters, forms and other materials.

Preparation: Prefer high school diploma and some business courses.

Wage: \$850 to \$900 a month.

All wages are based on 1983 Alberta figures.

■ Hotel/Motel Clerk

Description: Registers guests and assigns rooms, may also answer telephone, make reservations and sort mail.

Preparation: Depends on hotel size. You may work up from an entry position, or be trained on the job.

Wage: \$4 to \$7 an hour.

■ Letter Carrier

Description: Employee of the Canada Post Office who sorts and delivers mail from door to door on an established route.

Preparation: Training on the job.

Wage: \$11.84 an hour.

■ Market Survey Interviewer

Description: Interviews people over the phone about their tastes for certain products or their choice of services.

Preparation: Must speak English well. Training on the job.

Wage: Minimum wage to \$5 an hour.

■ Messenger/Courier

Description: Runs errands, sorts, collects and delivers letters and parcels both within offices and for messenger firms.

Preparation: Training on the job..

Wage: \$900 to \$1500 a month.

■ Meter Reader

Description: Reads and records the metered water, gas and electric consumption of residential, commercial and industrial utilities users.

Preparation: Grade 11, driver's license, good physical condition.

Wage: \$12.00 to \$12.65 an hour.

■ Office Clerk

Description: Does routine clerical errands, delivers messages and acts as assistant to particular office departments.

Preparation: Prefer high school diploma.

Wage: \$800 to \$950 a month.

■ Order Filler

Description: Fills customer orders and marks price of merchandise on order forms.

Preparation: Training on the job.

Wage: Minimum wage to \$6.50 an hour.

■ Postal Clerk

Description: Employee of the Canada Post Office who sorts mail and parcels within the post office.

Preparation: Training on the job.

Wage: \$11.90 an hour.

■ Receptionist

Description: Greets people entering an establishment, directs them to the people they wish to meet with. Answers the telephone, transfers calls, performs clerical and filing duties.

Preparation: Varies with each employer but most require someone with good communication skills.

Wage: \$840 to \$900 a month.

■ Shipping and Receiving Clerk

Description: Ships and receives goods and keeps records.

Preparation: Training on the job.

Wage: \$5 to \$7 an hour.

■ Stock Clerk

Description: Orders, receives, stores and issues supplies, keeping records of shipments as they come in.

Preparation: Training on the job.

Wage: \$6 an hour.

■ Switchboard Operator

Description: Operates a telephone switchboard to relay incoming and outgoing calls. May also perform additional clerical duties.

Preparation: Usually training on the job, though many employers prefer a high school diploma.

Wage: \$800 to \$1350 a month depending on total duties.

■ Telephone Operator

Description: Employee of a telephone company. Completes connections for customers' calls, gives information and help to telephone customers and handles business, message and special service calls.

Preparation: Grade 10, training on the job.

Wage: \$1250 to \$1600 a month.

Service Work

■ Armed Forces

Description: Employee of the Canadian National Defence Force who prepares for the possibility of protecting Canada during war or providing immediate help during a national disaster.

Preparation: Grade 8.

Wage: Begins at \$835 a month.

■ Barber

Description: Cuts and styles hair; shaves, trims and shapes beards and mustaches; and shampoos, colors and waves hair.

Preparation: Some training-on-the-job opportunities, but most require completion of training at an accredited barber school or apprenticeship.

Wage: Varies. Some are paid commission, some wage plus commission, some straight wage. Generally around \$1200 a month.

■ Bartender

Description: Mixes and serves alcoholic beverages in lounges, restaurants and other areas where liquor is served.

Preparation: Some training-on-the-job opportunities. Courses in Mixology are offered at various institutions.

Wage: \$5 to \$8 an hour plus tips.

■ Beautician

Description: Shampoos, cuts, shapes, trims and styles, colors and perms hair. May also work on wigs and hairpieces.

Preparation: Some training-on-the-job opportunities, but most require completion of training at an accredited beauty school or apprenticeship.

Wage: Varies. Some are paid commission only, some wage plus commission, some straight wage. Generally around \$1200 a month.

■ Bellhop

Description: Escorts hotel/motel guests to their rooms, carries luggage and explains the operation of radio, T.V. and night locks. Must know about hotel facilities and places to see in the city or town.

Preparation: Training on the job provided.

Wage: Minimum wage to \$5.60 an hour plus tips.

■ Blood Clinic Assistant

Description: Employee of a blood donor clinic who helps collect blood by preparing donors and organizing supplies.

Preparation: Prefer a high school diploma but may accept those without.

Wage: To \$8.35 an hour.

■ Building Superintendent

Description: Responsible for the maintenance and operation of buildings.

Preparation: General fix-it abilities and experience with building boiler systems.

Wage: Around \$1200 a month, sometimes offering reduced rent for accommodation in building.

■ Busboy/Busgirl

Description: Clears soiled dishes off tables in restaurants and resets tables, serves water and some dishes.

Preparation: Training on the job.

Wage: Minimum to \$5.60 an hour plus a share of waiter's/waitress's tips.

■ Cafeteria Worker

Description: Serves food from counters and steam-tables to patrons, brews coffee and tea, scrubs and polishes counters.

Preparation: Training on the job.

Wage: Minimum to \$6 an hour.

■ Chambermaid/Houseman

Description: Cleans rooms in hotels, including replacing towels and soaps, etc.

Preparation: Training on the job.

Wage: Minimum wage to \$6.10 an hour.

■ Cook, commercial or short order

Description: Prepares meals, may plan menus and order supplies.

Preparation: Some exposure to short order cooking may be required. Otherwise, training on the job or apprenticeship. Further trade school training benefits those interested in pursuing higher paying jobs.

Wage: Minimum wage to \$7.30 an hour.

■ Cook's Helper

Description: Washes, peels, cuts and cleans fruit and vegetables and prepares some foods under the direction of the cook.

Preparation: Training on the job.

Wage: Minimum wage to \$6 an hour.

■ Cosmetologist

Description: Massages face and neck, applies creams and lotions to skin, suggests cosmetics for skin conditions, may shape and color eyebrows and/or lashes.

Preparation: Grade 12 with chemistry and biology plus further technical training in a recognized school.

Wage: Most work on commission in beauty shops, or operate their own businesses.

■ Dish Room Aide

Description: Works in hospitals, sorts dishes and prepares them for washing.

Preparation: Grade 8. Training on the job.

Wage: Minimum wage to \$7.99 an hour.

Dishwasher

Description: Sorts and washes dishes in restaurants, hospitals and hotels.

Preparation: Training on the job.

Wage: Minimum wage to \$6.06 an hour.

Doorman

Description: Serves guests of hotels, theatres or stores by opening doors and helping them into taxis. May sometimes have to remove rowdy or drunken persons from the premises.

Preparation: Training on the job.

Wage: \$4 to \$5.85 an hour.

Dry Cleaner

Description: Cleans by hand or machine clothes, drapes and furnishings that cannot be washed in water.

Preparation: Training on the job.

Wage: \$5 to \$8 an hour.

Dry Cleaning Counter Staff

Description: Serves customers by receiving items to be cleaned, returning items that have been cleaned, handling cash, etc.

Preparation: Training on the job.

Wage: \$4 an hour.

Electrologist

Description: Removes hair from skin of patron by using electrolysis machine.

Preparation: Training on the job offered by some companies.

Wage: \$4 to \$9 an hour depending on experience.

Exterminator

Description: Sprays chemical solutions, releases toxic gases and sets mechanical traps to kill pests that infest buildings and surrounding areas.

Preparation: Training on the job.

Wage: \$6 an hour plus commission on contract.

Firefighter

Description: Protects the public from the dangers of fire. Controls and puts out fires and maintains equipment, and practises fire prevention.

Preparation: Grade 10 to Grade 12, plus a physical fitness exam. Training on the job.

Wage: \$1650 to \$3000 a month.

Handyman/Woman

Description: Does minor household repairs and/or cleaning and maintenance work.

Preparation: Usually a proven ability or interest in area.

Wage: Minimum wage to \$7.50 an hour, usually are self-employed.

Hospital Aide — Radiology

Description: Prepares supplies and does the cleanup in radiology departments of hospitals.

Preparation: Training on the job. Grade 10.

Wage: \$7.99 to \$8.56 an hour.

Hospital Laundry Department Aide

Description: Works with hot instruments in hospital laundries to patch and press soiled linens.

Preparation: Grade 8. Training on the job.

Wage: About \$8.40 to \$9.04 an hour.

Host/Hostess

Description: Welcomes customers and seats them in restaurants, coffee shops or lounges.

Preparation: Usually they have been waiters or waitresses prior to this.

Wage: \$5 to \$6 an hour.

Housekeeper

Description: Supervises chambermaids and housemen employed to keep hotels and motels clean.

Preparation: Usually housekeepers have worked their way up from chambermaids/housemen.

Wage: To \$6.85 an hour.

Janitor/Custodian

Description: Cleans the inside of buildings, washes windows, performs minor repair duties and may also do outside yardwork.

Preparation: Training on the job.

Wage: \$6 to \$6.50 an hour.

Kitchen Porter

Description: Cleans heavy pots and pans in the large kitchens of restaurants and hotels.

Preparation: Training on the job.

Wage: Minimum wage to \$6.17 an hour.

Masseur/Masseuse

Description: Massages customers and applies body conditioning treatments for health or hygienic purposes in health clubs, etc.

Preparation: Post-secondary massage course.

Wage: Varies, usually become self-employed.

Operating Room Aide

Description: Performs various cleaning tasks as well as washing and wrapping operating room supplies.

Preparation: Grade 10. Training on the job.

Wage: To \$9.04 an hour.

Parking Lot Attendant

Description: Operates parking facilities. Notes time on tag and collects fee from customers for time in lot.

Preparation: Training on the job.

Wage: Minimum wage to \$5.97 an hour.

Pharmacy Aide

Description: Helps receive, process, and distribute medications at hospital pharmacies.

Preparation: Some typing needed. Training on the job.

Wage: To \$9.04 an hour.

Railway Police

Description: Employee of a railway company who patrols and protects company property and the lives of people on that property.

Preparation: Prefer Grade 12. Training on the job.

Wage: \$431 to \$534 a week.

Recreation Facility Attendant

Description: Performs routine clerical tasks, some custodian and light manual work in public recreation facilities. May take cash for user charges.

Preparation: Training on the job.

Wage: \$5 to \$9.87 an hour.

Respiratory Aide

Description: Works with special equipment in hospitals. Cleans, sterilizes and maintains stock, has some patient contact.

Preparation: Training on the job.

Wage: \$8.43 to \$9.04 an hour.

Respiratory Therapy Aide

Description: Disassembles, washes, sterilizes special equipment, as well as delivers and dispenses equipment.

Preparation: Training on the job.

Wage: \$8.43 to \$9.04 an hour.

Seamstress

Description: Makes, alters and repairs garments such as dresses, coats or uniforms according to pattern or customer request.

Preparation: Sewing ability with years of on-the-job-training, plus seamstress and dressmaking courses.

Wage: Minimum wage. Wage increases after years of experience.

Security Guard

Description: Patrols and inspects property to protect it against fire, theft, vandalism and illegal entry.

Preparation: Must be 18 years old and bondable. Training on the job. A written exam is sometimes required after training.

Wage: Minimum wage to \$5 an hour.

Tailor

Description: Alters clothing for a better fit, constructs garments, performs specialized hand and machine sewing.

Preparation: Years of on-the-job-training at basic level of tailoring. Tailoring courses offered at technical schools can help.

Wage: Minimum wage. Wage increases after several years experience.

Waiter/Waitress

Description: Serves customers in eating places, and collects money for meals.

Preparation: Training on the job, restaurant dining rooms prefer those with experience gained in coffee shops or cafeterias.

Wage: Varies from minimum to \$5.97 an hour, plus tips.

Window Washer

Description: Cleans windows in buildings, often high rises, requiring the use of a scaffold.

Preparation: Training on the job. Must have no fear of heights.

Wage: Paid by piecework — according to the number of windows cleaned in a given time. Can range from \$5 to \$20 an hour, depending on individual's speed.

Helping Work

Ambulance Attendant

Description: Gives emergency care to sick and injured people at the scene of an accident or illness and during transport to hospital.

Preparation: Training currently offered only to those employed as ambulance attendants in Alberta.

Wage: About \$10.50 an hour.

Babysitter/Nanny

Description: Cares for and amuses children in private homes.

Preparation: Ability to work with children.

Wage: From \$380 to \$480 a month for live-in or live-out depending on experience and workload.

Companion/Homemaker

Description: Cares for the ill or handicapped or other individuals and families needing home care. Does housework, cooking, etc.

Preparation: Grade 9 minimum, although individual assessments of abilities made.

Wage: \$5.55 to \$8 an hour for full and part-time employment.

■ Child Care Attendant/Institutional Aide

Description: Attends to needs of handicapped children.

Preparation: Grade 10 and six months minimum exposure to mentally handicapped children either through volunteer work or personal experience.

Wage: \$9.05 to \$10.11 an hour.

■ Daycare Assistant

Description: Cares for children in daycare programs under the supervision of a superintendent.

Preparation: Grade 10 and experience with children.

Wage: \$800 a month and up.

■ Dietary Aide

Description: Helps prepare foods and salads in hospitals.

Preparation: Grade 8.

Wage: To \$8.50 an hour.

■ Driving Instructor

Description: Teaches people proper motor vehicle driving skills.

Preparation: Training on the job, must pass provincial examination.

Wage: \$10 an hour and up.

■ Housekeeper

Description: Prepares meals, performs housekeeping duties for group care homes.

Preparation: Grade 10 and experience in restaurant cooking.

Wage: To \$10 an hour.

■ Morgue Attendant

Description: Prepares bodies in morgue, usually in a hospital, for use in dissection rooms, or for delivery to funeral home.

Preparation: Training on the job, must have ability to read instructions and write a clear, understandable report.

Wage: \$10 to \$11 an hour.

■ Nursing Assistant

Description: Gives nursing care to patients, cleans rooms, makes beds, runs errands.

Preparation: Grade 10 or 11.

Wage: To \$9.50 an hour.

■ Occupational Therapy Aide

Description: Works in occupational therapy programs to help hospital and outpatients regain physical capabilities.

Preparation: Training on the job.

Wage: Minimum wage to \$7 an hour.

■ Service Aide (Porter)

Description: Helps move patients and supplies in hospital emergency departments.

Preparation: Grade 10.

Wage: To \$9 an hour.

■ Sports Instructor

Description: Teaches people to dance, swim, skate, ski, golf, etc.

Preparation: Skills in the specific sport plus training gained in various programs.

Wage: \$10 to \$30 an hour, mostly part-time work.

Selling

Sales people are usually paid by commission — a percentage of their total sales. If you've got the hustle and the sales ability you can increase your wage. Likewise if you lack selling skills you may earn very little money. There is usually no guaranteed wage in selling.

■ Auctioneer

Description: Sells property or merchandise such as livestock, real estate or furniture at auction.

Preparation: Training from an accredited School of Auctioneering, plus a provincial license.

Wage: Can be a flat rate or a commission of sales. Most auctioneers run their own businesses.

■ Car Rental Clerk

Description: Rents cars and trucks to people at company offices, airports and other transportation terminals.

Preparation: Ability to work with public and to learn. Training on the job.

Wage: \$5 to \$6 an hour.

■ Door-to-Door Salesperson

Description: Goes door to door selling books, magazines, notions and other merchandise.

Preparation: Training on the job.

Wage: Commission.

■ Driver Salesperson

Description: Drives a truck over an established route to deliver and sell products such as milk, bakery goods, or to deliver services such as laundry and dry cleaning.

Preparation: Training on the job.

Wage: Commission. A percentage of sales or a base salary plus a commission.

■ Hawker

Description: Sells refreshments, programs, cushions or novelties at places of entertainment.

Preparation: Training on the job.

Wage: Commission.

■ Insurance Salesperson

Description: Sells fire, auto, marine and other types of insurance to new and existing clients.

Preparation: Training available within industry, and from some colleges. Must write an exam to get a provincial license.

Wage: Commission. \$1200 to \$50,000 a year. With a commission, wages increase with sales performance.

■ Partsman/Woman

Description: Sells spare and replacement parts for vehicles, appliances, machinery and equipment, from behind counter in agencies, repair shops or stores.

Preparation: Grade 10, and a three-year apprenticeship.

Wage: Up to \$1600 a month.

■ Parts Picker

Description: Picks vehicle, appliance, machinery and equipment parts from bins and sorts them.

Preparation: Training on the job.

Wage: \$900 a month.

■ Real Estate Salesperson

Description: Sells and leases land, houses, apartments, commercial buildings and other real estate for clients on commission basis.

Preparation: Must write an exam to get a provincial license.

Wage: Based on a percentage of sales.

■ Sales Clerk

Description: Attends to customers in stores, and handles cash in sales transactions.

Preparation: Training on the job.

Wage: \$3.50 to \$7.15 an hour. At times also commission.

■ Service Station Attendant

Description: Sells fuel, lubricants and auto accessories and services vehicles at retail gas service stations.

Preparation: Training on the job.

Wage: \$5 an hour.

■ Telephone Solicitor

Description: Tries to get orders for services or merchandise over the phone.

Preparation: Good command of English. Training on the job.

Wage: \$3.80 to \$9.17 an hour. Some offer a percentage of sales.

■ Vehicle Salesperson

Description: Sells cars and trucks, new and used, from company showroom and lot.

Preparation: Training on the job.

Wage: Commission.

■ Vending Machine Routeman/Woman

Description: Collects money from and refills vending machines that sell cigarettes, candies, beverages, etc.

Preparation: Training on the job.

Wage: \$1200 a month and up.

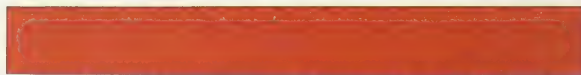
■ Vendor

Description: Contacts retail stores, etc. to have them sell a certain item, e.g. newspapers.

Preparation: Training on the job.

Wage: \$8 to \$11 an hour.

Mechanical



Many of these jobs require an apprenticeship. That means you must *first be hired by a company employing people in that trade*. Then you train on the job and go to school for a number of months each year. The grade levels listed are the minimum only. Some employers may ask for people with more education.

The apprenticeship qualifications listed are for Alberta only. Check your provincial Apprenticeship Branch for your province's rules.

■ Agricultural Mechanic

Description: Services, repairs and sets up agricultural machines.

Preparation: 2-year apprenticeship.

Wage: \$10 to \$15 an hour.

■ Aircraft Mechanic

Description: Services, repairs and overhauls aircraft to ensure their safety.

Preparation: Three years on-the-job-training with a licensed aircraft maintenance engineer, or enrollment in a recognized trade course plus practical work experience.

Wage: About \$950 a month to start.

■ Appliance Repairer

Description: Repairs and services household appliances.

Preparation: Grade 10 and a 3 year apprenticeship.

Wage: \$9 to \$14 an hour.

■ Auto Body Mechanic

Description: Repairs and refinishes automobile bodies.

Preparation: Grade 9 and a 3 year apprenticeship.

Wage: \$11.50 to \$13.50 an hour.

■ Bicycle Repairer

Description: Repairs bicycles, usually employed on a part-time basis by sporting goods or bicycle shops.

Preparation: Some knowledge, plus training on the job.

Wage: \$7.50 to \$10 an hour.

■ Boilermaker

Description: Builds, tests, and repairs air-tight and liquid-tight containers.

Preparation: 3-year apprenticeship.

Wage: To \$20 an hour.

■ Bricklayer/Stonemason

Description: Lays brick, hollow tile and concrete block for buildings or other structures.

Preparation: Grade 9 and a 3 year apprenticeship.

Wage: To \$18.70 an hour.

■ Cabinetmaker

Description: Builds custom or production-type fixtures and furniture of wood and wood substitutes.

Preparation: Grade 9 and a 4 year apprenticeship.

Wage: \$14.30 to \$15.40 an hour.

■ Cable Television Installer

Description: Installs cable carrying television signals in private homes and commercial buildings such as hotels.

Preparation: Grade 12 preferred, plus training on the job.

Wage: Paid by number of installations done.

■ Cable Television Service Technician

Description: Repairs cable carrying television signals to private homes and commercial buildings such as hotels.

Preparation: Grade 12, plus training on the job.

Wage: \$6.50 an hour.

■ Carpenter

Description: Works with wood and wood substitutes in the construction of buildings and other structures.

Preparation: Grade 9, and a 4 year apprenticeship.

Wage: \$15 to \$18.50 an hour.

■ Cement Finisher

Description: Smooths and finishes exposed surfaces of poured concrete floors, sidewalks, curbs or other concrete structures.

Preparation: Training on the job.

Wage: To \$17.50 an hour.

■ Communication Electrician

Description: Installs, services and repairs telephone equipment and related communication systems.

Preparation: Grade 11, and a 4 year apprenticeship.

Wage: \$9.80 to \$16 an hour.

■ Drywall Applicator

Description: Applies plasterboard or other wallboard sheets to ceiling and interior walls of buildings.

Preparation: Training on the job.

Wage: To \$17.60 an hour.

■ Electrical Rewind Mechanic

Description: Repairs and rebuilds electric motors, generators, transformers, controls and other electrical equipment.

Preparation: Grade 10, and a 4 year apprenticeship.

Wage: To \$15.40 an hour.

■ Electrician

Description: Installs electrical wiring in buildings to supply heat, light and power.

Preparation: Grade 12, and a 4 year apprenticeship.

Wage: To \$19.60 an hour.

■ Electric Sign Repairer

Description: Repairs electric signs on site.

Preparation: Training on the job.

Wage: To \$8 an hour.

■ Electronic Technician

Description: Services and repairs radio and television receiving equipment.

Preparation: Grade 10, and a 4 year apprenticeship.

Wage: \$1400 to \$2000 a month.

■ Elevator Constructor

Description: Installs, repairs and maintains elevators, escalators, moving walkways, etc.

Preparation: On the job training for 2½ years then application for a trade certificate.

Wage: To \$19.80 an hour.

■ Floor Covering Mechanic

Description: Installs all types of underlayments and resilient floor coverings in any location.

Preparation: Grade 9, and a 3 year apprenticeship.

Wage: To \$14.40 an hour.

■ Gasfitter

Description: Installs piping and appliances for heating with natural and propane gas.

Preparation: Grade 9, and a 3 year apprenticeship.

Wage: To \$17.80 an hour.

■ Glassworker

Description: Cuts, installs and repairs glass for windows, windshields, showcases and for structural uses.

Preparation: Grade 9, and a 4 year apprenticeship.

Wage: To \$18 an hour.

■ Heavy Duty Mechanic

Description: Services and repairs construction and other heavy industrial mobile equipment.

Preparation: 4 year apprenticeship.

Wage: \$2220 a month.

■ Instrument Mechanic

Description: Maintains, services, repairs and installs measuring and control instruments used in process industries.

Preparation: 4 year apprenticeship.

Wage: \$2700 a month.

■ Insulator

Description: Installs insulation materials in commercial and industrial structures.

Preparation: Grade 9, and a 4 year apprenticeship.

Wage: To \$19 an hour.

■ Ironworker

Description: Builds, erects, constructs and joins structural steel on buildings, bridges and towers.

Preparation: 3 year apprenticeship.

Wage: \$18.70 to \$19.70 an hour.

■ Lather

Description: Installs metal and plastic lath in construction of buildings.

Preparation: Grade 9, and a 3 year apprenticeship.

Wage: To \$18 an hour.

■ Locksmith

Description: Repairs, installs and adjusts locks, makes keys and changes lock combinations.

Preparation: Training on the job, plus some coursework.

Wage: \$1250 to \$1660 a month.

■ Machinist

Description: Works with metal and operates metal-cutting and shaping machinery.

Preparation: Grade 9, and a 4 year apprenticeship.

Wage: To \$17.20 an hour.

■ Millwright

Description: Installs and maintains machinery in factories and other production plants.

Preparation: Grade 10, and a 4 year apprenticeship.

Wage: \$2760 a month.

■ Motor Vehicle Mechanic

Description: Services and repairs automobiles.

Preparation: Grade 9, and a 4 year apprenticeship.

Wage: \$9 to \$12.80 an hour.

■ Painter and Decorator

Description: Paints and stains indoors and outdoors, hangs wallpapers and does decorative finishings inside buildings.

Preparation: Grade 9, and a 3 year apprenticeship.

Wage: \$11 to \$16 an hour.

■ Plasterer

Description: Applies plaster and stucco including decorative finishes.

Preparation: Training on the job.

Wage: To \$19.70 an hour.

■ Plumber

Description: Installs water services and sanitary drainages.

Preparation: 4 year apprenticeship.

Wage: To \$15.20 an hour.

■ Power Lineman

Description: Constructs, maintains and operates electrical transmissions or distribution systems. Climbs power poles.

Preparation: Grade 10, and a 3 year apprenticeship.

Wage: \$9 to \$16.50 an hour.

■ Punch Press Operator

Description: Operates machine to punch, shear and notch or trim metal-structural shapes and plates.

Preparation: Training on the job.

Wage: \$7 to \$13 an hour.

■ Recreation Vehicle Mechanic

Description: Repairs mobile motor homes and recreation vehicles.

Preparation: Grade 12 preferred, apprenticeship.

Wage: \$7.50 to \$12 an hour.

■ Refrigeration Mechanic

Description: Installs and services refrigerating and air conditioning systems.

Preparation: Grade 9, and a 4 year apprenticeship.

Wage: To \$18.70 an hour.

■ Roofer

Description: Installs and maintains built-up roofs, composition roof coverings, shakes and shingles and plastic membranes.

Preparation: Grade 9, and a 3 year apprenticeship.

Wage: To \$17 an hour.

■ Sheet Metal Mechanic

Description: Works with light gauge sheet metal to produce heating, ventilating and air conditioning systems.

Preparation: 4 year apprenticeship.

Wage: To \$19.70 an hour.

■ Sporting Goods Repairer

Description: Repairs a variety of sporting goods such as fishing tackle, tennis racquets, golf clubs, archery outfits, etc.

Preparation: Training on the job.

Wage: \$5.50 an hour.

■ Sprinkler Fitter

Description: Installs and maintains fire extinguishing systems.

Preparation: 4 year apprenticeship.

Wage: To \$15.20 an hour.

■ Steamfitter/Pipefitter

Description: Installs steam and hot water heating systems and industrial process piping systems.

Preparation: 4 year apprenticeship.

Wage: To \$19.70 an hour.

■ Steel Fabricator

Description: Works in shop fabrication, preparation, layout, assembly or repair of structural and miscellaneous components or vessels.

Preparation: Grade 9, and a 3 year apprenticeship.

Wage: To \$19.70 an hour.

■ Swimming Pool Serviceperson

Description: Cleans and makes adjustments and minor repairs to swimming pools and related equipment.

Preparation: Training on the job.

Wage: \$15 an hour.

■ Tile Setter

Description: Works with ceramic tile, terrazzo and marble.

Preparation: Grade 9, and a 3 year apprenticeship.

Wage: To \$17.60 an hour.

■ Tool and Die Maker

Description: Manufactures and repairs jigs, fixtures, gauges, dies, molds, press tools and various types of small mechanical devices.

Preparation: Training on the job or apprenticeship.

Wage: To \$15 an hour.

■ Transportation Refrigeration Mechanic

Description: Installs, repairs and maintains equipment in mobile units used to haul perishable loads.

Preparation: 3 year apprenticeship.

Wage: To \$14.90 an hour.

■ Vending Machine Servicer

Description: Services and repairs coin operated vending machines placed in establishments on a concession basis.

Preparation: Training on the job.

Wage: \$5.50 an hour.

■ Water Well Driller

Description: Sets up and operates rotary drilling rigs to drill waterwells.

Preparation: Grade 9, and a 2 year apprenticeship.

Wage: Paid by each foot drilled, can earn from \$500 to \$700 a week.

■ Welder

Description: Joins metal together using an acetylene flame or an electric arc.

Preparation: Grade 9, and a 3 year apprenticeship.

Wage: \$10 to \$15 an hour.

Practical

■ Animal Groomer

Description: Works in dog grooming parlors and cuts dogs' hair and clips nails.

Preparation: Training on the job.

Wage: Normally a percentage of the full grooming price charged the customer.

■ Assembler, small products

Description: Assembles a variety of parts or components to mass produce small products or sub-assemblies.

Preparation: Training on the job.

Wage: Minimum wage and up, also sometimes paid by piecework (an amount for each unit completed).

■ Baker

Description: Makes bread, pastries, cookies and cakes for hotels, institutions, etc.

Preparation: Grade 9, and a 3 year apprenticeship.

Wage: \$7.60 to \$12.50 an hour.

■ Baker's Helper

Description: Helps baker by loading and unloading machines, cleaning equipment, greasing pans and cutting and baking dough.

Preparation: Training on the job.

Wage: \$6.50 an hour.

Bindery Worker

Description: Tends machines which are used in binding books, periodicals, catalogues or business forms.

Preparation: Training on the job.

Wage: About \$5 an hour.

Bus Driver

Description: Drives a bus to transport passengers and collects fares.

Preparation: Grade 10, and training on the job.

Wage: \$9.80 to \$14.50 an hour.

Factory Worker

Description: Operates machines in factories which process or produce products such as building materials, processed foods, newsprint and cloth.

Preparation: Training on the job.

Wage: Minimum and up, also sometimes paid by piecework (an amount for each unit completed).

Farmer/Farm Worker

Description: Operates or helps in operating farm or ranch to raise livestock or crops.

Preparation: Training on the job, plus some specialized post-secondary courses.

Wage: Varies greatly according to size and type of farm and work done.

Fire Lookout

Description: Observes, locates and reports forest fires from lookout stations where they live during fire season (April to October).

Preparation: Training on the job.

Wage: \$1300 to \$1600 a month.

Floorhand/Roughneck

Description: Operates machinery to drill oil or gas wells, and repairs, erects and dismantles derrick equipment.

Preparation: Training on the job, or industry or government sponsored course.

Wage: \$9.30 an hour.

Foundry Worker

Description: Performs duties in foundries which melt metal, moulding and cast metal.

Preparation: Training on the job.

Wage: \$9.50 to \$13.50 an hour.

Freight Handler

Description: Loads and unloads ships, trucks and rail cars; operates equipment to assemble, pile, store and transfer goods.

Preparation: Training on the job.

Wage: \$10.50 an hour.

Furniture Mover

Description: Moves furniture, office supplies and equipment to and from homes, apartments, offices and storage establishments.

Preparation: Training on the job.

Wage: \$7.40 to \$9.50 an hour.

Grinder and Sharpener

Description: Sharpens cutting tools such as hair clippers, shears and scissors, and general-purpose tools such as garden shears, household scissors and saws, chisels, knives and lawnmowers.

Preparation: Training on the job.

Wage: \$8 to \$10 an hour.

Groom/Stable Worker

Description: Grooms and cares for horses at race-track. Feeds, waters and examines horses for disease or injury. Keeps stalls clean.

Preparation: Training on the job.

Wage: \$4 an hour plus room and board.

Heavy Equipment Operator

Description: Operates heavy construction equipment to move, load, or grade earth and similar materials.

Preparation: Grade 9, and a 3 year apprenticeship.

Wage: Average \$21,730 a year.

Laborer

Description: Digs and grades earth, lays paving materials, clears land at construction sites, does general cleanup.

Preparation: Training on the job, can be entrance to many of the construction trades.

Wage: To \$15.40 an hour.

Landscape Worker

Description: Cares for public and private parks, residences and commercial businesses by planting and maintaining grass, trees, flowers and shrubs. Mainly seasonal work.

Preparation: Training on the job.

Wage: \$6 an hour.

Lens Cutter/Grinder

Description: Operates machines to cut and grind lens-glass stock for optical flats, prisms, mirrors and special-shaped lenses.

Preparation: Training on the job.

Wage: Minimum up to \$7 an hour.

Logger

Description: Fells trees, trims branches and stacks logs in logging operations. Seasonal work.

Preparation: Training on the job.

Wage: Between \$13,000 and \$16,000 a season.

■ Milk Processing Equipment Operator

Description: Controls continuous flow of vat type equipment to process fresh milk and cream according to standard procedures.

Preparation: Training on the job.

Wage: \$9 to \$12.70 an hour.

■ Miner

Description: Operates machines that cut and remove minerals in underground mines.

Preparation: Training on the job, or entry level positions such as timbermen or mucker.

Wage: \$11.20 to \$14.40 an hour.

■ Printing Press Worker

Description: Sets up and operates printing presses to print illustrations, designs and text on paper, textiles, sheet metal and other materials.

Preparation: Entry level leads into apprenticeship training for a printer.

Wage: \$5.50 and up in apprenticeship training.

■ Projectionist

Description: Operates motion-picture projection and sound-reproducing equipment in theatre or similar establishment.

Preparation: Training on the job, usually in smaller centres, before jobs available in larger cities.

Wage: \$21.85 an hour plus cost of living allowances.

■ Sandblaster

Description: Directs blast of abrasive-laden compressed air or water from nozzle against metal to remove adhering scale, sand, paint, grease, etc.

Preparation: Training on the job.

Wage: \$9 to \$17 an hour depending on number of years of experience.

■ Sawmill Worker

Description: Operates and tends lumbermill equipment to process logs into rough lumber and dimensional lumber.

Preparation: Training on the job.

Wage: \$8 to \$10 an hour.

■ Sewing Machine Operator

Description: Operates single or multiple needle sewing machine to sew textiles, leather, fur, synthetic and similar materials to produce or repair items.

Preparation: Training on the job.

Wage: \$5.55 to \$6.20 an hour, sometimes also paid by piecework (an amount for each unit completed).

■ Shoe Repairer

Description: Repairs or refinishes shoes following customer specifications or according to nature of damage or type of shoe.

Preparation: Training on the job.

Wage: Minimum wage and up depending on quality of work and experience and work situation.

■ Spray Machine Tender

Description: Tends machines equipped with compressed air spray nozzles that coat products or materials with oil, dye, lacquer, paint, shellac or preservatives.

Preparation: Training on the job.

Wage: \$8 to \$16 an hour depending on experience.

■ Taxi Driver

Description: Drives taxi or limousine.

Preparation: Training on the job.

Wage: Self-employed, earnings determined by income minus operating costs.

■ Truck Driver

Description: Operates small and large trucks to transport goods and materials.

Preparation: Some training on the job, others prefer truck driving course graduates.

Wage: \$5 to \$11 an hour.

■ Upholsterer

Description: Rebuilds and repairs upholstered furniture.

Preparation: Training on the job.

Wage: \$5 to \$11 an hour.

Artistic



Although you may not need a Grade 12 diploma to enter these occupations, they do require that you have artistic abilities, the desire to learn, and willingness to take sometimes years of further training.

■ Actor/Actress

Description: Portrays roles in dramatic productions for theatre, movie, radio or television audiences.

Preparation: Study at an accredited acting school, plus experience. Very little opportunity to train on the job.

Wage: Depends on experience, and production.

■ Artist (Commercial/Graphic)

Description: Designs decorative patterns for use in commercial products.

Preparation: Artistic ability and often further training in commercial or graphic arts.

Wage: Varies with ability, experience and field of artwork.

■ Dancer

Description: Performs dances as a soloist, with partner, or as a member of a group to entertain audiences.

Preparation: Years of training, usually begun in the early years of life.

Wage: Average, most dancers also have other employment to meet living expenses.

■ Engraver

Description: Engraves lettering and ornamental designs on silverware, trophies, aluminum, eyeglass frames and jewellery.

Preparation: Training on the job.

Wage: Around \$6 an hour, and often paid by the objects engraved in a day.

■ Florist/Floral Arranger

Description: Arranges and sells floral decorations such as bouquets, corsages, sprays and wreaths.

Preparation: Training on the job. People interested in this will find that taking a floral arranging "interest" course will help them find out if they have a liking and talent for this.

Wage: \$5 to \$8 an hour.

■ Furrier Shop Helper

Description: Helps prepare and cut skins to meet fashion requirements of customers. Helps to mend and maintain fur goods.

Preparation: Training on the job.

Wage: Around \$6 an hour.

■ Makeup Artist

Description: Applies makeup to performers to change their appearance to match stage and television roles.

Preparation: Makeup artistry course at accredited modelling school, etc.

Wage: To \$6 an hour and sometimes commission.

■ Model

Description: Models garments such as dresses, coats, etc. for photographers, buyers, customers.

Preparation: Usually a modelling course.

Wage: \$20 to \$50 an hour, usually only occasional employment.

■ Musician

Description: Plays musical instrument in band or alone to entertain audiences.

Preparation: Ability to play an instrument usually gained after some training.

Wage: Varies with type of employment.

■ Photographer

Description: Operates a camera to take photos of people, places and things.

Preparation: Usually look for experience with some additional training, limited chances to train on the job.

Wage: Starts around \$1000 a month.

■ Potter

Description: Creates functional and artistic objects out of clay to sell at art galleries, craft shows, etc.

Preparation: Ability to work with clay usually gained after some years of artistic training.

Wage: Most are self-employed and earn what they sell.

■ Rodeo Performer

Description: Performs feats of skill and daring at rodeo to compete for prize money and to entertain audiences.

Preparation: Ability and experience.

Wage: Depends on how good they are.

■ Sign Painter

Description: Lays out and paints letters, figures and designs from artist's sketch on advertising-bulletin boards, windows, outside walls and business signs.

Preparation: Show artistic ability and sometimes must attend a commercial art course, some training on the job.

Wage: \$7 to \$12 an hour.

Use this space to list some of the jobs from the job chart that you would like to do.

WHAT NOW?

Questions About Jobs

Now that you've got some specific jobs in mind, you'll probably want to know more about them. Like:

- What do people actually **do** on the job?
- Will I need special tools, skills, or licenses?
- Do I have a chance of moving up in this job?

Where to Find Some Answers About Jobs:

- **Talk to someone** already working in the job area. If you know someone who's working at the job that interests you, talk to them.
- **Visit a worksite.** If you're interested in selling cars, visit a car dealership and ask questions about that job. If you're interested in working in a hospital, make an appointment to talk with the personnel officer to ask about the work.
- **Read** about jobs. School and public libraries, employment centres and counselling offices, magazines and newspapers all are good information sources.
- **Use** the questions on this and the next page as your guide to learning about jobs.

• Experience

What do people **do** on the job? What are their duties and responsibilities?

Would any of my past jobs or hobbies give me useful experience?

• Abilities

What abilities do I need to have? Do I have to be good with my hands or talk to people?

Do I have to know how to use special tools, vehicles or equipment?

What could I do to improve my skills before I apply for a job?

• Education

How much education do I need to do this job?

Is special training required? If so, what are the entrance requirements? Where do I get this training? How long will it take? How much does it cost? Can I be trained on-the-job?

Is a special license or certificate needed? If so, how do I get this?

• Pay

What is the usual starting pay?

Are there any company benefits or extras? Do they pay medical insurance or have a dental plan, for instance?

What are the possibilities for advancement?

• Working Conditions

Where will I work? Outdoors? Indoors?

What are the hours of work? Is there shift work?

Is the work full-time, part-time, seasonal?

What are the working conditions like (noise, dust, heavy lifting, cold, heat)?

• Job Possibilities

What kind of job can I expect to start with?

Can I find work in my home town/city?

If not, where in the province/country will I likely find work?

What is the employment outlook now?...five years from now?

• Other Options

Are there other jobs to consider which are similar to the one I've been looking at?

Job Check Sheet

Use this check sheet to compare the jobs that interest you. Pick your favorite possibilities from the **Job Chart** (or add your own) and write them at the top of the page. Then collect as much information as you can about each job — by reading, by talking to people, and by trying out the job if possible.

When you talk to other people about these jobs, the questions on the previous page may help.

The jobs I picked were:

1	
2	
3	
4	
5	

	1		2		3		4		5	
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO
• Experience										
Have I ever done work like this before?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Am I willing to get this experience by starting at the bottom or working as a volunteer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Abilities										
Do I now have the abilities or skills to do this job?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If I don't, can I learn them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Education										
Do I have enough education to do this job?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If I don't, am I willing to get more education?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Pay										
Is the starting pay what I need?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If not, can I get by until the pay improves?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Working Conditions										
Are the working conditions what I would like?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If not, am I still willing to work at this job?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Job Possibilities										
Can I get a job like this where I live?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If not, am I willing to move?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Other Options										
Do I have more yes answers than no answers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Despite the no answers, am I still interested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there other jobs that tie in with my interests which I could investigate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Part 3

Getting A Job

Six Steps to Getting A Job

Step 1 Getting Ready!

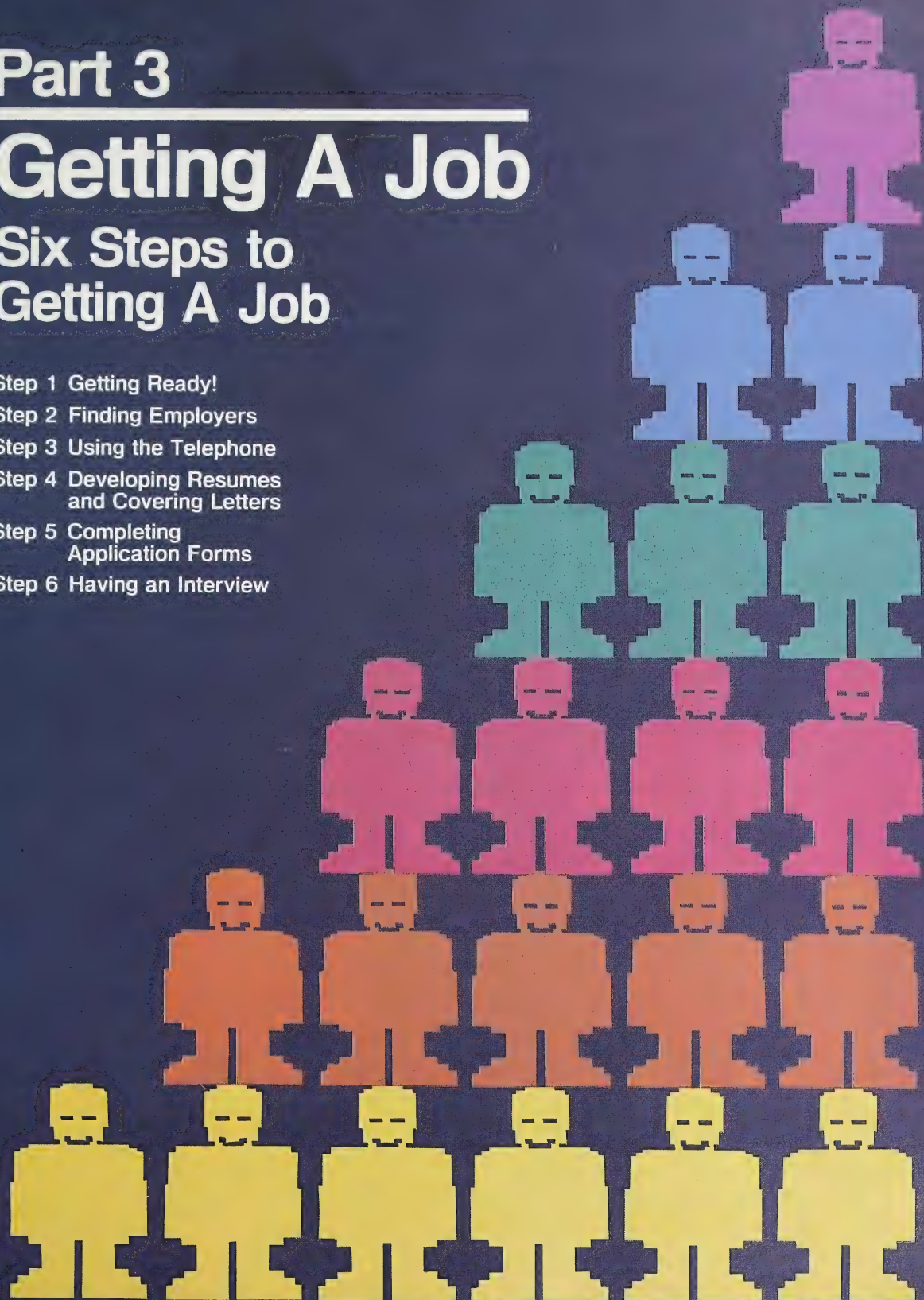
Step 2 Finding Employers

Step 3 Using the Telephone

Step 4 Developing Resumes
and Covering Letters

Step 5 Completing
Application Forms

Step 6 Having an Interview



Step 1

Getting Ready!

Before you start your job search:

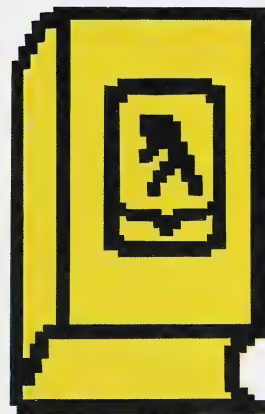
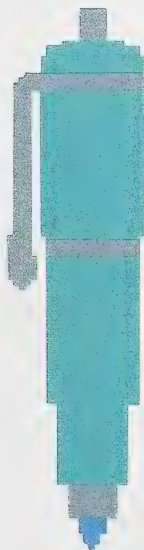
- **Know Yourself.** Target your interest areas and know what you want and need from a job.
- **Believe in Yourself.** Getting a job can take some time. Tell yourself it's just a matter of time. It is.
- **Think Positive.** Actively search for work. Set yourself a target. Once you've chosen the type of work you think you'd like to do, decide that you will apply for three jobs a day in that field. And do it. Be prepared!
- **Be Realistic.** You may want to be a chef, travel agent, sales manager or mechanic, but you will likely have to begin at an **entry level position**. Most people do. You may be hired to do some of the more basic tasks — a stock clerk in a store, a vegetable chopper in a restaurant kitchen or a general clean-up person in a garage.
- **Look Sharp.** Leave the bluejeans, sundresses, and runners at home. Dress neatly. Comb your hair. And smile.
- **Think of Alternatives.** Perhaps you'll repeatedly hear that you haven't got enough experience to get a specific job. This may be confusing to you. How, after all, can you get that experience if no one will hire you? There is a way. You can do volunteer work in the field you would eventually like to work in. You won't get paid, but you will get experience and you can discover whether you actually do want to look for work in that area. There's also another benefit. You will meet more people from other walks of life. And the more people you know, the greater your chances are of hearing of a job opening.



Step 2

Finding Employers

- **One of the best ways to find a job is to get out and talk to employers.** Don't just fill in application forms, leave them with someone and wait to be called. If you decide you want to work in construction, for instance, visit work sites and **ask to speak to someone in charge**. Likewise, if you visit an office, restaurant or hospital, ask the receptionist the name of the person who does the hiring. Ask to speak with that person. If he or she is not available take down his or her name and phone number and call again later. Tell the employer you want a job, but also tell him or her **why** you want to work in their particular field.
- **Read the newspapers**, especially the Classified Advertising section, usually called the "Want Ads" or the "Help Wanted Ads". When you find a job you might like to apply for, **call right away**. Don't wait. Someone else could get the job.
- **Let people know that you're looking for work.** Talk with friends and relatives, and tell them what kind of work you would like to do.
- **Check the yellow pages under businesses that you want to work for.** Telephone them and ask if there are any job openings for the kind of work you want. Suggest you would be willing to come in for an interview.
- Visit your nearest **Canada Employment Centre**.
- **Apply to large organizations such as hospitals, large department stores, large industries.** Because of their size, such places may be more likely to offer on-the-job training.
- **Check noticeboards** in post offices, grocery stores, or other public places.



Step 3

The Telephone – Your Timesaver!

The telephone can save you a lot of time and running around when you're job searching. **When** do you use the phone in your job search? When a job advertised in the classifieds or on an employment board includes only a telephone number. Or when you've decided to work in a specific field and are trying to see if there are any jobs available at a particular firm or company.

But phoning an employer out of the blue isn't easy. It takes planning. Know what you want to say before you dial the number. That way you won't forget to ask or say something important.

Telephone Tips:

- Take ten or fifteen minutes to plan your call. Decide what you want to say or ask. Write those points down. It will help you remember when you're talking.
- Do you know the name of the person you want to talk to? Write it down, so you won't forget.
- If you don't know the name of the person to speak to, explain that you are calling in connection with the position advertised.
- Once you speak with the person you want, tell him or her your name.
- Tell the person why you are calling. Mention how you found out about the job.
- Tell the employer your skills or past experience that would help you do the job.
- Say why you are interested in working for that specific company.
- Say that you are willing to come in for an interview.



Step 4

Resumes

You have a history. When you write down your history — including your name, address, phone number, and past work experience or interests — you have made a resume (say it REZ you may). This is like a little ad for yourself and tells employers who you are. It should be short and neatly written.

When To Use A Resume:

- You can take it to a job interview so that you can refer to it when the employer asks you questions.
- You can leave an employer a resume along with the application form you may have been asked to fill out.
- You mail in a resume when an ad tells you to apply in writing. Then you must also use a *covering letter*.

Personal Data:	Donald Arthur Brown 22 Between Street Edmonton, Alberta T6P 3G9 Telephone: 431-2121
Position Desired:	Baker's Helper
Education:	Grade 10, Jasper Point Composite High School Edmonton, Alberta Best subjects — Physical Education, Food Preparations, and Social Studies. Grades 1-9, Queen Victoria Elementary-Junior High School Bigtown, Ontario
Work Experience:	January - May, 1983 — worked as a packer in a grocery store June - September, 1982 — short-order cook at Bill's Barbeque July - August, 1981 — helped cook meals at YMCA summer camp February - September, 1980 — daily paper route
Hobbies and Interests:	Like all sports. Enjoy cooking and camping. Have Senior Red Cross swimming certificate.
References:	Available upon request.

Resume Outline

After reading the Sample Resume, fill in the following resume outline for yourself.

Personal Data.

Name.

Full name — no nick-names.

Address.

Telephone.

Include your Postal Code.

Position Desired.

Name the specific job you want.

Education-History.

Include the schools you last attended and school subjects that might be important for the job.

Work Experience.

Start with your most recent work and work backwards. Include part-time, summer, and even volunteer work.

Hobbies and Interests.

Include all sports and out-of-school activities that might be useful to the employer.
Certificates, e.g. swimming, and special skills or training, e.g. St. John's first aid, driver's license, are worth mentioning.

References.

Have handy the names, positions, and phone numbers of two or three people who know you well. Former employers and teachers are usually willing to act as references. Be sure to get their permission first. However, offer those names when the employer asks you for references.

There are other ways to set up a resume and you can find other examples in your public library.

Covering Letters

What Is A Covering Letter?

A covering letter should always be sent with your resume when an ad says to apply for a job in writing. A covering letter should be short and neatly written or typed.

You should include your name, phone number and your particular abilities or interests that would help you in the job.

You should also mention that you are available to come in for a job interview and tell the employer where you can be contacted.

Sample Covering Letter

Don Brown
22 Between Street
Edmonton, Alberta
T6P 3G9

February 9, 1984

Mr. Pete Jackson
Manager, Beston Bakery
100 Main Street
Edmonton, Alberta
T5N 2P4

Dear Mr. Jackson:

I would like to be considered for the position of baker's helper in your company — Beston Bakery.

I have worked in a summer camp as a cook's helper and have worked part-time as a short-order cook at Bill's Barbeque. I have completed Grade 10 and took a food prep course in high school. I really enjoy baking fancy cakes and squares.

I am enclosing my resume and would like to talk with you in person. Please phone me at your convenience to arrange an interview.

I look forward to hearing from you.

Yours truly,



Don Brown
Telephone: 431-2121

Step 5

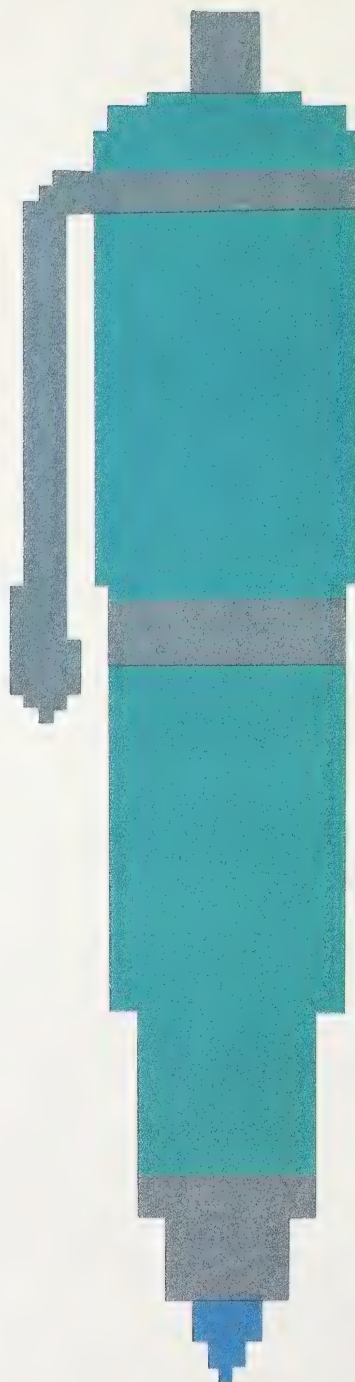
Completing Application Forms

Most employers will ask you to fill out an application form. This is a simple step but many people rush through it and do the job carelessly. If you don't fill out the application form properly, you'll probably not be considered for the job. A carelessly completed form suggests that you may be careless with other tasks. On the other hand, a clear and correct application form will tell the employer that you are ready to accept the responsibility of taking on a job. It will also tell him or her about your skills and experience.

On the next page is a sample application form. It requires the same information as most other application forms.

Here are some tips on completing application forms:

- If possible, take the application form home where you can take your time to fill it out neatly and properly. Ask for two copies so you can do one in pencil and one — the good copy — in ink or typing. Keep the rough copy to help you fill in your next application form.
- Have your resume with you. Make sure you have your Social Insurance Number (S.I.N.) with you. Print this on a little card and keep the card in your wallet.
- Read and follow the directions carefully. If it says "Print", "Type", or "Write" — DO SO! Use N/A (which means Not Applicable) to fill in blanks that don't apply to you instead of just leaving blank spaces. This tells the employer that you have read each item.
- Give your name in the order it is asked for. Sometimes, they want your last name first.
- When listing past work experience or schools you have attended, start with the most recent (or your present) job or school and work backwards in time.
- State the specific position that interests you. An answer like "anything" or "whatever you have open" may be true, but it won't impress employers.
- Answer all questions truthfully. If the employer finds out that you are not as old as you said or that you don't have a driver's license, he or she will use this as a reason to fire you.



Sample Application Form

General Information

Complete all blanks. Use CAPITAL LETTERS.

Name in full	Last	First	Middle	Social Insurance Number										
Address		Number and Street								City				
Province					Postal Code					Phone				
Position you are applying for?										When can you start work?				

Education — Most recent school first

Names of schools attended	Dates of attendance	City

Employment Background — Most recent job first

Dates	Name and Address of Employer	Job Title and Duties	Rate of Pay	Reason for Leaving

General

What machines or equipment can you operate? _____

What additional experience or training have you had (other than work experience)? _____

What hobbies and activities are you involved in? _____

Which languages do you speak? _____

References — Other than relatives

Name	Occupation	Firm — name and address	Phone

To the best of my knowledge, the above information is truthful and accurate.

Signature _____

Step 6

The Interview

Here's your chance to shine! The interview is often your first chance to meet the employer face-to-face. This is a great time to tell the employer more about your special abilities and to learn more about the job you'd like to get.

Be well prepared. Try rehearsing an interview with a friend or family member. Here's some questions employers often ask. Read them and think about what you would say. Remember, the first few minutes spent with the interviewer may decide whether or not you will get the job.

An Employer Might Ask:

- What kind of work are you interested in?
- Why do you want to work for our company?
- Have you any experience with this type of work?
- What makes you think you could do a good job?
- What skills do you have that would be useful?
- Would you take further training if it was needed for this position?
- Are you planning to continue your schooling in the future?
- In your opinion, what would be a good starting salary?
- What do you hope to be doing by age 35?
- What is special about you? (Or, why should I hire you over anyone else?)



Part 4

Keeping The Job

You're working! But getting a job and keeping a job are two different things. Because you're being paid to do a certain job, your employer expects certain behaviors. Here's some job keeping tips:

- **Be punctual. Be present.**

Arrive on time and stay as long as you should. When other people are depending on you, it's rude as well as inefficient to be late. To miss many work days is a sign to your employer that you either don't like the job or that you're not responsible or capable of handling it. If you can't come in to work, phone first thing in the morning to let your employer know.

- **Do the job you're being paid to do.**

Don't let your social life creep into your work hours. Make your personal phone calls at lunch or during your breaks.

- **Dress correctly.**

That will mean different types of dress for different jobs. Working in an up-to-the-minute fashion store means you'll likely dress much differently than you would if you're working in a factory or an office. Take a tip from your co-workers. See how they dress.

- **Accept responsibility.**

Understand what your employer wants from you. Don't hesitate to ask questions when you don't understand or aren't sure about what you are doing.

- **Show your interest.**

Look for ways to improve the work you're doing by talking with your boss and your co-workers.

- **Learn to take criticism.**

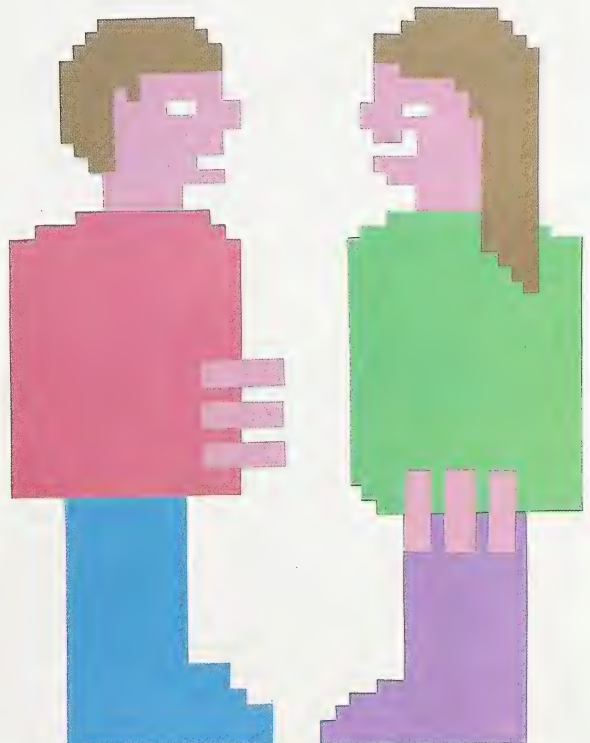
When your employer or co-workers comment to you that you could do a job better or faster, recognize such suggestions as a way to improve your performance.

- **Leave properly.**

If you decide to leave your job, give your employer enough notice, often two weeks. If possible, have another job to go to. Finish as much of your work as possible before leaving. Leave a forwarding address and phone number. Before you go, ask your employer for a letter of recommendation — it will be useful in future job hunting. Don't burn your bridges. Leave on good terms.

- **Keep in mind.**

Make the most of your job. Each job teaches you something — if you let it. Even the job you really don't like offers you something. It lets you know on your next job search which jobs you won't want to do.



Part 5

Going Back

Just because you're out of school **now** doesn't mean you'll always stay out of school. As you work at a few jobs, you'll get an even better idea of what things you like to do and what you're good at doing. You may then think of taking further training so that you are in a better position to get the jobs you want.

And you can now also choose **how** to get that further training.

Maybe you've found you enjoy working in a specific area, but the idea of leaving your job — and your wages — to go back to school, doesn't appeal to you. You may find that taking an **apprenticeship** may be exactly what you want. Most of the trades — such as carpenters, electricians and mechanics — require an apprenticeship. That means you must first have a job in the area (usually at an entry level position). Then, you learn the trade through on-the-job training and study. You get paid while you learn. The number of years you spend as an apprentice depends on the trade you choose. And there are many trades to choose from. If an apprenticeship interests you, contact the branch of your provincial government dealing with apprenticeship and trade certification.

Another way to earn while you learn is to enlist in the **Canadian Armed Forces**. There, you will be paid while you take a training program. Later, you can learn one of a variety of trades or train to be an officer. The Canadian Armed Forces prefer people between ages 17 to 24, with at least a Grade 8 education. Your chances for acceptance are better though if you have Grade 10. Look for Canadian Armed Forces Recruiting in the white pages of the phone book for more information.

But what if you decide you want to learn a specific skill, right now. And you decide you're willing to go to school **full-time**, for a short time, to learn that skill. Look into **private vocational schools** that specialize in training people for a single trade such as business and secretarial studies, hairdressing, barbering, or automobiles. Such courses are very practical and teach only the skills that you need to do the job. Look in the yellow pages of the phone book under 'Schools' for a listing of the schools in your area.

If, however, you decide you first want to get your high school diploma, before training for a specific job, you might consider **correspondence school, adult day school, or night or summer school**. **Correspondence schools** offer academic and vocational courses to Grade 12. Taking courses by correspondence means the correspondence school will send you the materials (usually textbooks and workbooks) and you work on

the lessons at home on your own time. You mail back your completed lessons for marking and the school mails back the marked exercise. Contact your provincial department of education for more information.

Adult day school is open to people over 18 who want to return to school. Both credit courses (leading to a high school diploma) and non-credit courses (for enjoyment or self-improvement) are offered. If you're not working during the day, this might be for you. You could return to school with other adults and take one or more courses. Contact your local school board to see if an adult day school is operating in your area.

You can also take credit and non-credit courses at **night school** or **summer school**. Again, check your local school board or community college.

Once you've got your high school diploma, or once you qualify as a mature student, you may proceed to enter the traditional post-secondary institutions — technical institutes, colleges, and universities. When you choose this route, however, you will be devoting more of your time to furthering your training, than you would with some other choices.

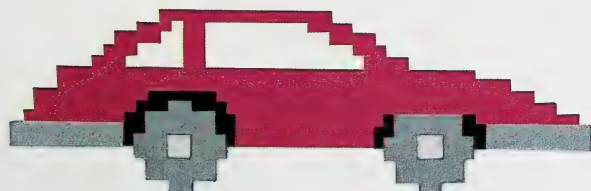
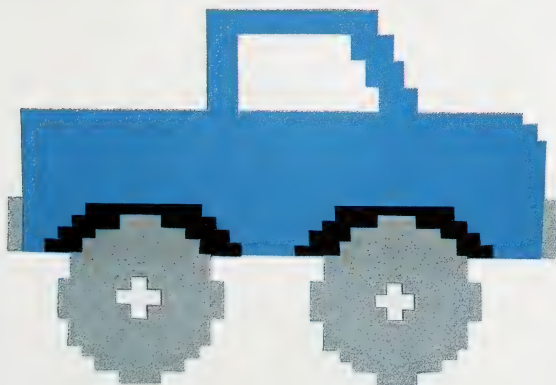
At a **technical institute** you can take certificate or diploma programs in such areas as engineering technology, medical science, business, commercial and service occupations, and industrial and commercial trades (including apprenticeship trades). Technical institutes teach very specific skills directly related to jobs. Contact the registrar at your local technical institute or your provincial department of education.

Colleges also offer certificate and diploma programs in a variety of career-oriented areas. In addition to vocational training and university transfer, all the colleges offer general interest programs, academic upgrading, and a choice of credit and non-credit courses. You could attend part-time, full-time, or just take evening courses. Contact the college directly or get in touch with your provincial education department for information about colleges in your province.

Universities differ from most other types of training because you learn more theory and do research. Good reading, writing and study skills are very important in university. But universities will not always train you for a specific job. The usual entrance requirements are a high school diploma with a 60 per cent average in a number of specific high school subjects, and a minimum mark of 50 per cent in each. Contact the branch of your provincial government that deals with universities and colleges.

Part 6

Your Future



Knowing what you want is one of the best ways of **getting** what you want. But a lot of people get mixed up and make poor decisions because they don't know the difference between needs, wants and dreams. A **need** is something you must have or do in order to survive. A **want** is something you would like to have or do but could live without. A **dream** is just that — something you would love to have or do but which is out of your reach right now. Here's an example:

Transportation is a **need** we all have. A bus or an old car can get you from Point A to Point B. But you might **want** a brand new truck. Yet, you might **dream** of owning a really special sports car. Get the picture? Take a few minutes to sort out your needs, wants and dreams.

Some of my **needs** are: List five!

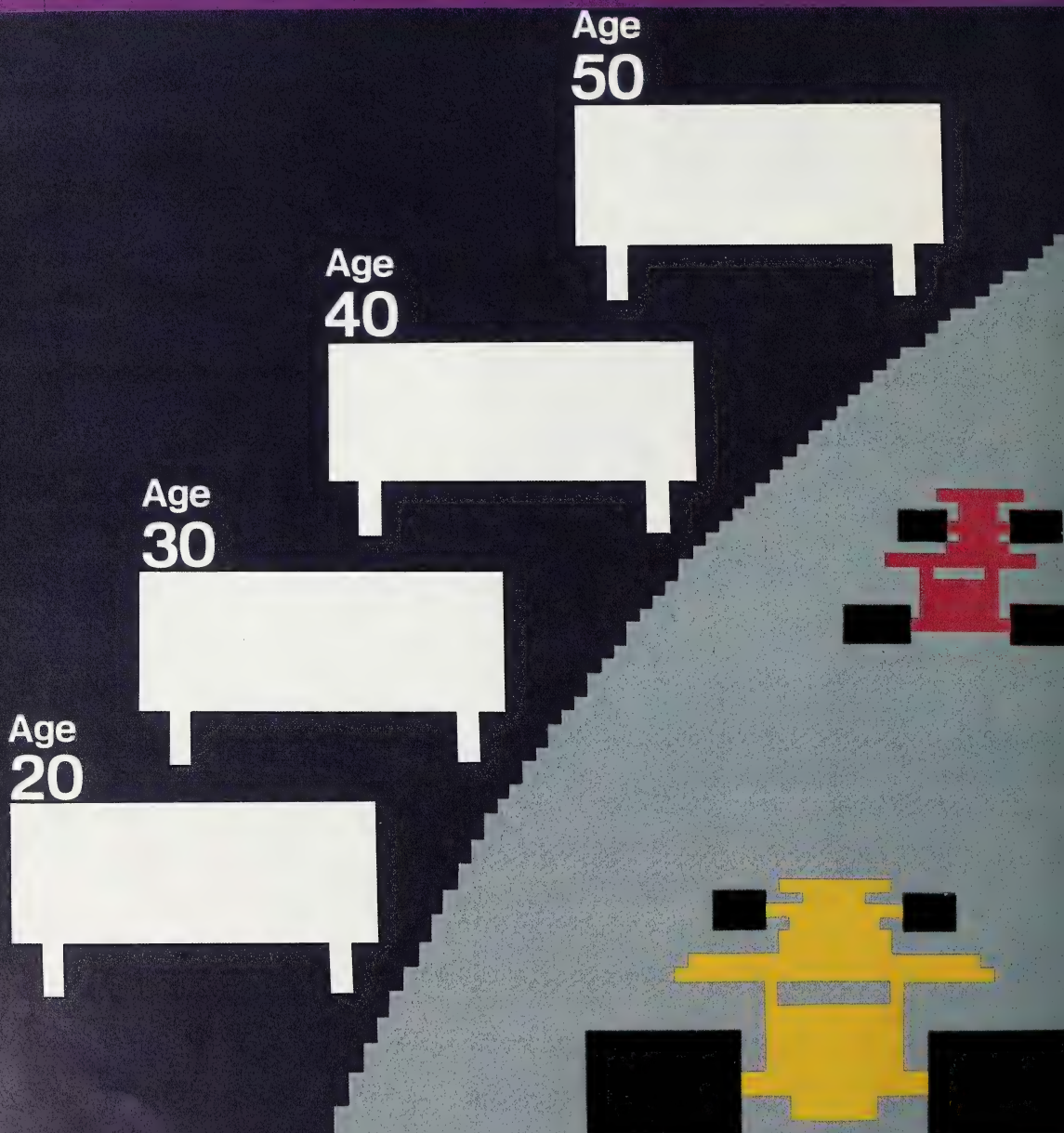
Some of my **wants** are: List five!

Some of my **dreams** are: List five!

What's Down the Road?

As you were thinking about your needs, wants, and dreams, you probably thought about the future. You know you can't have everything you want right now. But you know that with some planning, you may be able to have your "wants" and maybe even reach a few of your "dreams".

What's down the road for you? In the box beside each sign on the road into your future, write in what you would like to be doing or to have at that age. Write one or more things for each age.





Now that you have an idea about what you want out of life, you can set some goals for yourself. A goal is a challenge you set for yourself. Some people are afraid to set goals in case they never reach them, but people who set goals are more likely to get what they want out of life.

You may never reach the actual goals you set for yourself. But by setting goals, you try to **make** things happen instead of just waiting for things to happen to you.

Your goals may change as your life changes. Setting a goal doesn't mean you're locked into it forever. You can change your goals whenever you want to or need to.

Now ask yourself this **important question**: Will the job I have chosen now help me reach my goals? (Maybe not right away, but in the future?)

If your answer is **yes**, then you have probably made some good decisions about your job and your goals.

But...

If your answer is **no**, you will have to do some hard thinking about yourself and your future. Ask yourself the following questions:

- Are my goals too difficult to achieve? In other words, should I change my goals?
- Should I look for a different job which can help me reach my goals?

Be sensible and very honest with yourself as you answer. You yourself can probably discover how to change your career plans.

Flip through this *Book* again. Talk with friends or relatives.

Checking Everything

Before ending, here is a checklist. Look it over to make sure you are doing everything you can to get the best possible job. Put a check mark in the column that applies.

	Things I've Done	Things To Do
Learned about my interests and the kinds of jobs available.	<input type="checkbox"/>	<input type="checkbox"/>
Decided what kind of job I want .	<input type="checkbox"/>	<input type="checkbox"/>
Let my friends and relatives know that I'm looking for a job.	<input type="checkbox"/>	<input type="checkbox"/>
Got a Social Insurance Number (S.I.N.)	<input type="checkbox"/>	<input type="checkbox"/>
Read the Want Ads .	<input type="checkbox"/>	<input type="checkbox"/>
Visited Employment Centres and checked their Bulletin Boards .	<input type="checkbox"/>	<input type="checkbox"/>
Prepared my resume and had copies made.	<input type="checkbox"/>	<input type="checkbox"/>
Phoned people I'd like to work for and asked for Interviews .	<input type="checkbox"/>	<input type="checkbox"/>
Visited employers and let them know I'd like to work for them.	<input type="checkbox"/>	<input type="checkbox"/>
Prepared myself as best I can for Interviews .	<input type="checkbox"/>	<input type="checkbox"/>
Learned something of the company or business I'm applying to.	<input type="checkbox"/>	<input type="checkbox"/>
And...		

**Don't expect results all at once!
Getting a job takes time.**

DON'T GIVE UP! GOOD LUCK!

Which section did you find the most helpful? _____

Why? _____

Which section(s) did you find the least helpful? _____

Why? _____

Is there any topic you would like to see covered in an updated version of this booklet? Please explain:

If you are an early school leaver, did you find the booklet helped you in your job search? How?

Did you like the general appearance of the booklet? _____

Did the illustrations help you to better understand the booklet? _____

Please send your completed evaluation form to:

Career Services Branch
Alberta Manpower
201 Sun Building
10363 108 Street
Edmonton, Alberta
T5J 1L8

Thanks for your co-operation!

N.L.C. - B.N.C.



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